
WEB JOB POSTING

Administrative Assistant II - PT

RESPONSIBILITIES:

The Administrative Assistant in Finance is a part-time position that works under the supervision of the Finance Director. The position provides book-keeping and administrative support to the Finance department and other associated agencies. Responsible for the administration of business loan programs, sign grants, records retention and cyclical projects such as producing the annual GFOA budget, insurance renewals, OPEB valuation and benchmarking, as well as providing back-up for the city's accounts payable and purchasing function. This position also requires the ability to reconcile accounts, maintain spreadsheets and resolve differences.

REQUIREMENTS:

Associates degree in accounting or related degree with accounting coursework is preferred or equivalent combination of education and experience. Customer service experience, administrative experience and computer proficiency required.

BENEFITS:

This is a part-time position with an hourly rate of \$13.55 - \$15.00. Work hours are from 8:00am-12:00pm with afternoon hours as required.

RECRUITMENT:

Individuals interested in applying for this position can:

- Mail a resume to City of Tullahoma, Attn: HR Department
P.O. Box 807, Tullahoma, TN 37388
- Complete an application at Tullahoma Career Center
111 E. Lincoln Street, Tullahoma, TN 37388

Applications must be received by Friday, October 11, 2013. A complete copy of the job description is available upon request. The City of Tullahoma is an equal opportunity employer.

Posted: October 3, 2013

Closes: October 11, 2013